

LETTER TO THE PARTY CHIEF

TABLE OF CONTENTS

Table of Contents	1
Introduction	1
Role and responsibilities of the Party Chief. 1	
Specific Tasks	2
Appendix 1 — Survey Plan	3
Appendix 2 — Voyage Participants Information	7

INTRODUCTION

Welcome onboard the research boat Louis-Edmond Hamelin. To make your trip as pleasant as possible, we ask that you read the following document. The International Maritime Organization (IMO) has established a Code of Safety Management System (ISM) to which Reformar and the Louis-Edmond Hamelin must abide. In order to do so, policies and procedures have been established to increase safety onboard the vessel. In this document, you will find the information that pertains to your operations, and we request that you and your team follow them prior to and during the entire survey.

ROLE AND RESPONSIBILITIES OF THE PARTY CHIEF

The Party Chief plays a key role in the planning, conducting, and reporting of scientific programs undertaken on the Louis-Edmond Hamelin. They are the principal point of contact between the Master and the scientific team.

At sea, their role is to:

- ❖ Oversee and coordinate the execution of the scientific program as defined in the survey plan;
- ❖ Supervise the activities of all scientific personnel and;
- ❖ Liaise with the Master on any modification to the survey plan or challenges that arise during the voyage.

NOTE: At all times, the Master has the ultimate responsibility for all decisions relating to the safety of both the vessel and the people onboard.



SPECIFIC TASKS

- ❖ Prepare a survey plan according to Reformar's guidelines (see **Appendix 1**).
- ❖ Distribute the Voyage Participant Information to all members of their team (see **Appendix 2**).
- ❖ Ensure that all scientific workspaces and laboratories are left clean and tidy.
- ❖ Ensure that all scientific equipment is well secured during the entire survey.
- ❖ Ensure that all team members follow the safety instructions provided by the boat's crew, especially when working on deck.
- ❖ Ensure that all work done in the labs is done safely, especially when chemicals and gases are used.
- ❖ Provide Material Safety Data Sheets (MSDS) of hazardous materials that will be used onboard.
- ❖ Ensure that every person handling hazardous materials is WHMIS 2015 certified and that their certification has been completed within 1 year of the survey's start date. This certificate must be forwarded to Reformar.
- ❖ Provide proof of insurance if applicable and/or a waiver of responsibility concerning all equipment brought on board (laptops, mobile phones, test tubes, etc.). This waiver of responsibility must be signed by the responsible person, who must share this information with their scientific team.



APPENDIX 1—SURVEY PLAN

This document contains the mandatory information that will be required **at least four (4) weeks** prior to departure.

1. LIST OF PERSONNEL THAT WILL BE ONBOARD THE VESSEL

For each participant:

- ❖ Full name;
- ❖ Date of birth;
- ❖ Organization/Function/Shift;
- ❖ Emergency contact name and phone number;
- ❖ List of allergies;

If the survey comprises multiple legs, indicate who will be onboard each leg.

2. GENERAL SURVEY DESCRIPTION

This section should include the goals of the survey and a general description of the area where it will be conducted.

SCHEDULE

The schedule should cover the Louis-Edmond Hamelin's usage period from the beginning to the end, including the mobilization and demobilization days. Reminder: "Day 1" is the day of mobilization, where equipment and personnel board the vessel, along with the boat's transit by land to its point of departure. The vessel will generally set sail on Day 2.

"Last Day" is the day of demobilization, where equipment and personnel are to be landed, along with the boat returned by land to its point of origin (Rimouski). The vessel must return to the dock the night before. All scientific equipment, chemicals and samples must be landed.

Please allow sufficient time at the beginning and at the end of the voyage for mobilizing and demobilizing. It is also important to allow sufficient time to perform a general meeting with the Master before every operation.

The schedule must describe the daily activities. While it must indicate the planned arrival hours onboard during mobilization, it should also include the arrival time at each station (or survey line), which should be clearly identified by name or waypoint number (see **List of Stations**). A detailed description of the work to be carried out should be provided for each station, including an estimate of the time to be spent at the station.

The survey plan is of great importance, since it helps the bridge crew to make all the arrangements for a safe navigation.

Plan sufficient transit time between stations, keeping in mind that the cruise speed of the Louis-Edmond Hamelin is 12 knots. Contingency plans to account for weather or other delays can also be included in this section.

A typical workday aboard the Louis-Edmond Hamelin consists of a maximum of 12 hours of work. With the help of the schedule, we will be able to plan the personnel needed for your survey and to arrange them on a shift system if necessary.



LIST OF STATIONS

This section should provide the position of each station. We use latitude and longitude as the coordinates system, and are under WGS84 Datum. We want the coordinates presented in the following format:

48° 45.4'N 065° 56.4'W

One tenth of a minute is generally enough.

Maps showing the different stations and lines will help the crew ensure that there are no transcription errors in the waypoint list.

3. PERMITS

It is the responsibility of the Party Chief to obtain all necessary permits to conduct their voyage. Here is a **non-exhaustive** list of permits which could be needed for the survey's smooth operation.

Research Type	Permit Type
Any freshwater sampling	SEM License (scientific, educative, and fauna management)
Any saltwater sampling	DFO Permit (Department of Fisheries and Oceans Canada)
Any sampling in protected waters: Saguenay—St. Lawrence Marine Park, Estuaire-de-la-Rivière-Bonaventure Aquatic Reserve, and the Banc-des-Américains Marine Protected Area	On a case-by-case basis, depending on area
Multi-beam and seismic tests outside protected areas	No permit, but better practice guide
Drone outside protected areas	Piloting permit taking into account the restrictions

Please check this box if one or more permits are required for your survey: ☐

Please attach all necessary work and environmental permits to conduct the survey.

4. LIST OF EQUIPMENT

This section should be as exhaustive as possible. It should include the equipment Reformar will need to supply during the survey, along with the material you will bring onboard. It should also include the total weight of the equipment you plan on bringing onboard.

Glass containers should be avoided at all times. This is a marine environment where the boat is in constant motion. Safety is paramount onboard, and we seek to reduce the risk of injury by fragments of broken glass.

5. LIST OF HAZARDOUS MATERIALS

A list of hazardous materials must be included in the survey plan, which will then be forwarded to an external firm for review. This is to ensure that rules for the storage and transport of each hazardous material are followed. The review's report will be forwarded to the Party Chief so that they may make the necessary adjustments prior to the start of the survey.

6. ACCEPTANCE OF THE PLAN

The survey plan must be received **at least four (4) weeks prior to departure**. Your plan will be submitted to the vessel's Master for approval. The navigational team will review your plan and make recommendations if required. We will give you feedback within one (1) week of receiving your plan.

You will need to submit your final survey plan **two (2) weeks prior to departure**. We understand that due to the nature of your work, it might become necessary to revise the survey plan during the expedition. In such case, the Party Chief might suggest changes to the survey plan to the Master, who will evaluate its safety and operational feasibility. Understand that changes to the survey may cause some delays as the bridge officer must assess the new risks as per IMO regulations.

Reformar and the vessel's crew are open to different layouts of the survey plan, as long as all previously mentioned information is included. We reserve the right to refuse any plan that doesn't include all the required information.

Note:

The vessel will not set sail until the survey plan is reviewed and approved by the Master.



APPENDIX 2—VOYAGE PARTICIPANT INFORMATION

To make your trip as pleasant as possible, we ask that you read the following and make sure each team member has read and understood the information.

This guide is intended for everyone boarding the Louis-Edmond Hamelin. First timers will get more mileage out of it, but we hope that experienced mariners will also find this information relevant. Once onboard, you will have to go through the vessel's familiarization as well.

You will find a greeting leaflet containing more information in your cabin (if a cabin has been provided).

ITEMS SUPPLIED ONBOARD

- ❖ Personal flotation devices will be loaned;
- ❖ Hard hats;
- ❖ Personal protective equipment (procedure masks, nitrile gloves, protective glasses, disinfectant, etc.);

ITEMS NOT SUPPLIED BY THE VESSEL

- ❖ Meals;
- ❖ Personal hygiene products;
- ❖ Prescribed medication (take more than you need, additional 20% is a reasonable amount);
- ❖ Sea sickness medication;
- ❖ Warm clothing;
- ❖ Safety footwear. **CSA-approved steel-toed shoes are required when working on deck;**
- ❖ Work gloves;
- ❖ Eye protection (required when working on deck);
- ❖ Rain gear;
- ❖ Flashlight;
- ❖ Sunglasses;
- ❖ Spare pair of corrective glasses if needed;
- ❖ Cabins: We ask that you keep the deck clean and tidy; in case of emergency, it is important to know where your gear is;

In case of injury, you must immediately report it to your supervisor.

A first aid kit is available on the vessel.

In case of personal emergency, your family can reach you through Reformar's head office at (418) 723-1986 #1260 during normal working hours, or at (418) 318-0778 outside normal working hours.

A message will then be sent to the vessel.

MEALS

Meals are not provided by Reformar.

COMPUTERS AND ELECTRONIC DEVICES

The use of personal communication equipment is allowed.

LIFE ONBOARD

You will notice that a vessel has limited space to allow as many people as possible to live together. Mutual respect is of utmost importance. All scientific staff should consider the living space of each vessel as if they were visitors in someone else's home.

The Master is responsible for maintaining discipline and the wellbeing of all those onboard, under the relevant regulations of the *Merchant Marine Act of Canada*.

HEALTH AND SAFETY ONBOARD

Since we are governed by the International Code of Safety Management (ISM), we are required to apply this standard to the Louis-Edmond Hamelin. We have put in place policies and procedures to increase safety onboard and you are requested to follow them.

Party Chiefs are responsible for acknowledging the following policies and for ensuring that their team and guests abide by them.

POLICY ON THE USE OF ALCOHOL, DRUGS AND SMOKING

This policy aims to guarantee discipline and the safety of everyone onboard. It details the rules concerning alcohol consumption and smoking, and forbids the use or possession of all illicit drugs, along with marijuana. **Note that due to the small size of the boat, the Louis-Edmond Hamelin is considered a non-smoking area.**

The full text of this policy is available at the following URL:

<https://reformar.ca/documents/policy-S323.pdf>

POLICY ON THE PREVENTION OF PSYCHOLOGICAL AND SEXUAL HARASSMENT

We take the wellbeing of our clients and crew to heart. This policy describes behaviours that could be considered as forms of psychological or sexual harassment. It details the procedure to follow in order to lodge a complaint should one be the target of such behaviours.

The full text of this policy is available at the following URL:

<https://reformar.ca/documents/policy-S326.pdf>

ACKNOWLEDGEMENT AND AGREEMENT TO THE RESPONSIBILITIES OF THE PARTY CHIEF

Hereby, I solemnly declare that:

- ☐ I have read and understood the procedures for the preparation and the functioning of surveys, and that I am committed to following them;
- ☐ I have read and understood the policy on the use of alcohol, drugs and smoking, and that I am committed to ensure it will be followed by my fellow clients, guests, and myself during the survey;
- ☐ I have read and understood the policy on the prevention of psychological and sexual harassment, and that I am committed to ensure it will be followed by my fellow clients, guests, and myself during the survey;

Name of the Party Chief

Location

Signature

Date